

Tool 1(intro).3. Provider Approval Process & Application Form (page 1 of 2)

Provider Approval Process & Application Form

Effective September of 2004 local districts submit district career development plans as part of the Comprehensive School Improvement Plan. Each district is required to identify an approved provider(s) in the district career development plan. A district may be its own provider, or a district may choose to identify additional approved provider(s). See Tool 1(intro).3. for the provider approval process and form.

What Is An Approved Provider?

Providers are those individuals, agencies, or organizations that serve the district by providing long term, ongoing support of the district career development plan. An approved provider is:

- ☐ An individual or organization that already has accreditation or approval by the Department of Education
OR
- ☐ An individual or organization that has submitted an application for approval process to a local district and has been recognized as an approved provider by the local district.
- ☐ Individuals, agencies, and organizations that are invited or employed by the district to deliver content training are not required to be approved but should be held to local district expectations for quality.

Who Can Be A Provider?

A provider can be a school district, an area education agency, a higher education institution, other public or private entities including professional organizations that provide long-term, ongoing support of the district's career development plan, or a consortium of any of the foregoing.

Area Education Agencies, Local Education Agencies, and Iowa Institutions of Higher Education are already accredited or approved through state accreditation procedures and personnel representing these agencies are considered approved to serve as professional development providers.

Other public and private entities, and professional associations that provide long-term ongoing technical assistance to the local district must follow procedures for becoming approved.

What Does A Provider Do?

Examples of ongoing, long-term support roles include:

- ☐ Facilitate the collection, organization and analysis of data;
- ☐ Assist with the review of the literature and selection of research based content;
- ☐ Assist with design of training and learning opportunities and workplace supports including collaborative structures.
- ☐ Facilitate the formative and summative evaluation of the professional development;
- ☐ Assist with aligning district career development plans and individual teacher career development plans, and
- ☐ Other technical assistance services that support the design, implementation and evaluation of professional development for student achievement.

What Are the Procedures for Establishing And Documenting Approval?

Each local district will select an individual or organization to support their work in designing, implementing and evaluating the district career development plan. If the individual or organization is already approved, the only step needed is to list that individual and identify the organization they work for in their district career development plan.

If the district has identified an individual or organization that is not approved, the district will review and approve an application from the provider (see facing page). The potential provider must submit a written application to the school district that addresses the following expectations:

- ☐ How the provider will deliver technical assistance that meets the Iowa professional development standards.
- ☐ How the provider intends to assist the local district in designing, implementing, and evaluating professional development that meets the requirements
- ☐ A description of the qualifications of the provider.
- ☐ Evidence of the provider's expertise in professional development.
- ☐ A budget.
- ☐ Procedures for evaluating the effectiveness of the technical assistance delivered by the provider.

The local district administration reviews the application and determines whether that individual or organization has the capacity to support their district's career development planning process. Once the district determines the applicant meets their expectation, the individual is listed the district career development plan as their approved provider.

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_____ Community School District

The individual or organization applying to the local district to become an approved provider completes this form. The completed form and budget remain on file in the local district.

Name of Individual or
Organization requesting approval: _____

District Approved Provider: _____

Date of Application: _____

Describe how you will deliver technical assistance that meets the Iowa professional development standards. Include a schedule that suggests how you intend to support our district over time.

Describe how you intend to assist our district in designing, implementing, and evaluating professional development that meets the requirements for the District Career Development Plan.

Provide a one-paragraph description of your qualifications and areas of expertise in professional development.

Attach a narrated budget that describes your fees and expenses for providing services to our district.

List the procedures for evaluating the effectiveness of the technical assistance you plan to deliver in our district.

Provider Approval Granted:

Signature of Local District Administrator	Date
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Provider Approval Denied:

Signature of Local District Administrator	Date
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